

# **Request For Qualifications**

## **Operation of Kirkland Teen Union Building City of Kirkland, Washington February 12, 2010**

### **I. Project Summary:**

#### **A. Introduction:**

The City of Kirkland Department of Parks and Community Services will consider statements of qualifications from non-profit organizations interested in providing services for the operation of the Kirkland Teen Union Building.

#### **B. Background:**

In 1996, The Kirkland Youth Council organized its first All-city Youth Summit. Over 300 youth gave the Kirkland Youth Council and the City a mandate that they wanted Kirkland to be a better place for teens. The number one recommendation from this group was to develop a Teen Center in Kirkland. In 1997, The Teen Center emerged as one of the five council priority goals. Teens needed a safe and welcoming place to hang out after school or on weekends; a place to develop relationships with police community members and business peoples. Kirkland youth wanted a center for artistic and self expression, particularly through music, art, and photography.

Unique to this project was the City's desire and determination to have youth input throughout the development and operations. After four years of research, dedication, and persistence, the teens of Kirkland were able to dedicate a facility to their peers on June 9, 2001. The Teen Union Building is truly a reflection of Kirkland's dedication to youth and the power that young voices can have in a community.

#### **C. Project Description and Purpose**

The City of Kirkland is concluding a current operating agreement with a local nonprofit. The City is currently working with key stakeholders and City Council to evaluate options to operate the Kirkland Teen Union Building. In an attempt to evaluate options thoroughly, the City of Kirkland is interested in seeking qualifications from potential partners for the operations of the Kirkland Teen Union Building (KTUB).

The KTUB is a 5,000 square foot facility located in downtown Kirkland in Peter Kirk Park. It is adjoined with the Peter Kirk Community Center, and Kirkland Performance Center, adjacent to the Peter Kirk Pool, and Park, in a civic type campus. This state of the art center, designed by youth, offers a café, lounge, dance floor, stage, music studio, computer lab, art room, photography studio, and an informal, youth centered atmosphere for Kirkland teens. It currently serves 10,000 unduplicated teens per year, with an annual number of visits of 27,000.

The City is interested in seeking a partner that can continue operations of a successful model of a teen center, incorporating a youth voice throughout the operations of the KTUB. The KTUB has a

unique identity and culture that is very successful, and the City's interest is finding a partner that can emulate the identity and culture that currently exists.

## **II. Preliminary Scope of Service and Expected Deliverables**

- A. Develop, promote, and implement a diverse array of programs activities that anticipate and meet the needs and interests, and increase opportunities for engagement of Kirkland teens. Fees collected for programs and from vending/sales need to be used to exclusively to support the Kirkland Teen Union Building. Ensure that all publicity acknowledges City of Kirkland funding support. Collaborate with the Department of Parks and Community Services in provision of recreational services that may be duplicative and/or competitive with City programs. Services that may be required by the contractor, but not limited to, include:
  - Providing a drop in center staffed by professionals as well as community volunteers. The Center will feature various interests. Opportunities for positive self-development and stable relationships (including with adults) will be promoted.
  - A Youth Employment Program developed around the J.W. Cafe, staffed by youth who will develop a business plan, organize staffing, propose marketing, and operate a business both for youth using the center and the public visiting the Peter Kirk Park.
  - The Contorer Center for Artistic Expression, a music and arts program, implemented by staff and/or volunteers, which will feature a state-of-the-art recording studio, and other options for recording, enjoying, and performing.
  - A clinical counseling program operated by a local youth and family services agencies, which can respond to emotional and behavioral difficulties encountered by young people.
  - Employment classes and workshops offered on job skills training, resume writing, interviewing skills, looking for a job, and on-the-job training at the café.
  - An up to date computer technology lab, internet access, drop in times, supervised.
  - An Arts and Media program, featuring an art studio and a photo lab, will offer opportunities in: drawing, painting, sculpting, graphic art, CD cover design, poster design, progressive photography classes, photographic technology and Video production related programs. The Arts and Media program will also include Art Internships and an Artist in Residence program. There will be a minimum of four arts-based drop-in and/or class opportunities offered per week. The labs will be open from 4:00 p.m. to 9 p.m. daily offering supervised casual use five nights per week.
  - A Community Services and volunteer program, designed to provide opportunities to give back to the community. On-going and time limited projects will be offered throughout the year. Internship opportunities provided.

- Recreation events and activities, including, but not limited to ropes courses, camping, field trips, board games, pool, boarding, movement and dance classes, fitness programs, tournaments, and movie nights will be offered weekly, and in coordination with the Kirkland Department of Parks and Community Services.
  - Music Programs and Special Events offered on a monthly basis. These will include a minimum four concerts and or dances provided monthly. A monthly Band Pool program open to youth ages 13-19 and marketed to local young artists and musicians.
  - Drop-Out prevention shall be stressed in the KTUB.
  - Outreach to schools, community groups, new clients on and ongoing basis.
- B. Deliverables that may be required include:
- Staff the Teen Center a minimum average of 35 hours and five days per week, with the exception of Holidays, and one week per year closure for cleaning. Hours can be shorter in the winter month's, and longer during the summer months, but will average 35 hours per week annually.
  - Maintain an Advisory Board comprised of youth and adults to assist in the development and direction of programs and policies. Work to ensure positive relationships with the community, including Senior Center, Kirkland Performance Center, Kirkland Youth Council, Kirkland Police Department, and Facilities division, and local neighbors, through regular communication and feedback. Include these efforts on the monthly report.
  - Provide the City of Kirkland with monthly program reports, to include number of programs/events and classes offered, the number of unduplicated participants involved in drop-in activities and programs, progress on evaluation of programs, advisory board activities and collaborative efforts. Full program and comprehensive evaluation report due in September of each year.

### **III. Project Timeline**

February 12: RFQ released

March 12: RFQ Submittal Deadline

March 16-19: Internal review with key stakeholders

March 22-26: Possible consultant interviews

April 6 or 20th: Options and analysis with City Council

April 30th: Define final scope of work, contract development

July 1: Begin operations, for up to 10 year operating agreement.

### **IV. Project Budget:**

Up to \$160,000 for operational costs per year.

In addition, city will continue to financially support a .5 FTE clinical counselor on site (Youth Eastside Services), and assistance from the Youth Services Coordinator from the City of Kirkland to assist with marketing, school relations, creating a partnership with the Kirkland Youth Council.

## **V. Terms of Contract**

Terms of a Professional Services Agreement will include:

1. Length of agreement up to ten (10) years.
2. Possible shared facility space with Kirkland Parks and Community Services. The City of Kirkland has interest in being able to use the facility during the times it is not open for teen programs.
3. Requirement of payment for utilities, janitorial, security services, tenant improvements, maintenance of the interior of the KTUB, including fixtures, furniture, upgrades of specialized equipment (computer lab, sound system, etc.).
4. City to provide maintenance and repair of structural components, which include roof, exterior walls, the foundation, and HVAC system. In addition, City will pay for landscaping, parking lot, exterior lighting.
5. Contractor to carry comprehensive general liability insurance at a minimum \$3M.

## **VI. Submission Requirements:**

Submittals must indicate the extent of experience in operation of a successful teen center facility, including a description of experience for each of the selection criteria listed below. In addition, the City of Kirkland would like each applicant to address the following:

Please provide six copies (including one unbound copy suitable for photocopying) of the submittals.

### **Selection Criteria (125 points possible):**

**Administration:** Evidence of successfully administering cost effective, affordable programs and services for young people, age 13-19. Evidence of successful partnerships with municipal and community organizations, including volunteers. Evidence of successfully operating a facility that serves the teen community. Evidence of resources, policies and procedures present in your organization necessary for the successful operation of a teen center. Please attach annual operating budget and the last complete financial statement, as well as certificate of insurance. Evidence of successful strategies for maintaining a positive image in the community, including neighboring businesses and residences. (25 pts)

**Fund Development:** Evidence of successful fundraising strategies which may include but are not limited to: grant procurement, corporate funding, community based funding, fund development events, and sponsorships. (10 pts)

**Governance:** Evidence of successful relationship with governing Board of Directors and/or Advisory Committee, including, but not limited to, youth involvement and empowerment, recruitment of board/committee members, and relationships with surrounding cities, King County, and school districts. (10 pts)

**Personnel:** Identification of key personnel necessary for the optimum operation of the teen center, job descriptions and qualifications for each of these positions, evidence of agency's experience in successfully hiring and managing personnel, including training and continued staff development. (10 pts)

**Safety/Security:** Evidence of successfully operating safe and secure teen programs. Identification of key elements of maintaining a safe late-night environment for teens. Evidence of experience working positively with local police jurisdictions and agencies supplying social services to youth in crisis. (10 pts)

**Programming:** Evidence of an understanding and experience in successful teen programming. This includes recreation programming ( unstructured as well as structured ), social service/health programs ( counseling, support groups, mentoring, prevention/intervention, sexual identity exploration, violence prevention, drug/alcohol issues), educational programming ( homework help, computer use/classes, art classes, etc). Please provide a statement of teen programming philosophy. (15 pts)

**Promotion/Marketing:** Evidence of knowledge of developmental factors influencing teen behavior and evidence of successful strategies for attracting broad based teen participation to programs and services. Evidence of successful programs involving and maintaining confidence in the parent community. (10 pts)

**Partnerships/Collaborations:** Evidence of successful community partnerships and collaborations which may include relationships with local government, non-profit organizations, Lake Washington School District, Faith communities, businesses, and service organizations. Evidence of successfully recruiting and utilizing volunteers. (10 pts)

**Youth Empowerment:** Evidence of operating teen programs that are designed by youth, and have youth in a decision making and/or advisory role. The KTUB has a unique identity and culture that is very successful, and focused on youth engagement, decision making and empowerment. Please describe how you would preserve this successful model. (15 pts)

**Transition:** How would you facilitate a smooth transition from current operating partner, staffing, etc. to begin operations? Do you already have staff, would you assess the ability of current staff for possible employment? How would you begin developing relationships with the current youth attendees? (10 pts)

## **VII. Review Process and City Requirements**

**REVIEW OF QUALIFICATIONS:** After the qualifications are received and evaluated, the City will determine whether formal presentations and interviews are necessary. The City may choose not to require formal presentations or interviews. The City may request clarification or additional information from a specific respondent in order to assist in the City's evaluation of qualifications.

Finally, the City may require changes in the scope of services as deemed necessary by the City, before execution of the contract.

**REJECTION OF SUBMITTALS:** The City reserves the right to reject any and all submitted qualifications and to waive irregularities and informalities in the submittal and evaluation process. This RFQ does not obligate the City to pay any costs incurred by respondents in the preparation and submission of a proposal. Furthermore, the RFQ does not obligate the City to accept or contract for any expressed or implied services.

**CONTRACT NEGOTIATION:** The City reserves the right to negotiate all elements of the submittals, proposals, terms and conditions, and/or scope of services as part of the contract negotiation process prior to any formal authorization of the Contract by the City.

**NONDISCRIMINATION and EQUAL OPPORTUNITY:** The successful Contractor must comply with the City of Kirkland nondiscrimination requirements. No person shall be denied or subjected to discrimination in receipt of the benefit of any services or activities made possible by or resulting from a Contract between the parties in violation of RCW 49.60.215 or other applicable law prohibiting discrimination.

The selected Contractor, in employment made possible or resulting from a Contract between the parties, shall ensure that there shall be no unlawful discrimination against any employee or applicant for employment in violation of RCW 49.60.180, as currently written or hereafter amended, or other applicable law prohibiting discrimination, unless based upon a bona fide occupational qualification as provided in RCW 49.60.180 or as otherwise permitted by other applicable law.

The City is committed to a program of equal employment opportunity regardless of race, religion, color, national origin, sex, age, marital status, political affiliation, sexual orientation or the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a disabled person.

## **VIII. Submittals Due**

The Request for Qualifications submittal is due no later than March 12, 12:00 p.m. PST. Please submit six copies of your RFQ to:

Carrie Hite  
Deputy Director  
Kirkland Parks and Community Services  
505 Market Street, Suite A  
Kirkland, Washington 98033

Questions may be directed to: Carrie Hite, Deputy Director, Kirkland Parks and Community Services via email at [chite@ci.kirkland.wa.us](mailto:chite@ci.kirkland.wa.us), or at 425-587-3320.